

CONSTRUCTION SITE MANAGEMENT AND INSPECTION

1. PURPOSE

- a. Maintain list of active permit required construction sites.
- b. Develop standard procedures for identifying priority construction sites, completing construction site inspections, and documenting/tracking inspections and enforcement.

2. MONTHLY INSPECTION LOG

- a. The Monthly Inspection Log is regularly updated by the Storm Water Quality Coordinator which includes a list of active construction sites.
 - All construction sites which are required to have submitted a SWPPP are to be included.
 - Sites which are Utah Construction General Permit (UCGP) regulated (sites with a land disturbance of greater than or equal to one acre and sites less than one acre that are part of a larger common plan of development) are to be identified on the Monthly Inspection Log.
 - Identify priority construction sites (highlighted on Log):
 1. Include at a minimum sites discharging directly into or immediately upstream of waters that the State recognizes as impaired (for sediment) or high quality:
 - a. Jordan River
 - b. Creeks that drain into the Jordan River
 - c. Canals
 2. Include areas that are located in sensitive areas including:
 - a. Wetlands
 - b. Historic areas
 - c. Primary recharge zones
 3. Consider phasing of construction (sites that are in initial phases of construction should be considered high priority).
 4. Consider current and past SWPPP compliance.

3. CONSTRUCTION SITE INSPECTIONS

- a. Inspectors are responsible for completing construction site inspections and documenting/tracking inspections and enforcement.

- b. Frequency of inspections:
 - Inspections of UCGP regulated projects are to be done at least monthly.
 - Inspections of Priority Construction Sites are to be done at least biweekly.
- c. Conduct a review of the site prior to any land disturbance.
- d. Conduct routine inspections during construction activity (at the minimum frequency identified above) as follows:
 - Before Inspection
 1. Review SWPPP thoroughly.
 2. Plan approach for inspection.
 3. Take any necessary equipment for measuring.
 4. Be sure to have personal protection equipment.
 - Inspecting the Site
 1. Follow procedures outlined in Section 1 of the Utah RSI Manual and the SWPPP Compliance Inspection Form.
 2. Communicate with responsible person if on site regarding any noncompliance items. If not on site, contact responsible person by phone.
 3. Complete the SWPPP Compliance Inspection Form using Utilisync and click “submit as final”. A PDF will be generated and be emailed to responsible person(s).
- e. Conduct a final inspection of the site once the Notice of Termination (NOT) has been filed with the State. Follow procedures outlined in Section 1 of the Utah RSI Manual and the SWPPP Compliance Inspection Form.

4. ENFORCEMENT ACTION

- a. Follow procedures identified in SOP – Storm Water Enforcement as needed.

5. DOCUMENTATION

- a. Complete the SWPPP Compliance Inspection Form, which identifies Corrective Action Items and is emailed to responsible person(s).
 - Follow up inspections will be conducted until all of the Corrective Action Items are addressed or until further enforcement actions are taken. The follow-up inspections are to be documented on the same SWPPP Compliance Inspection Form created for the original inspection in Utilisync. PDFs are submitted to responsible person(s) by email, when the form is “submitted as final”.

- A Notice of Termination (NOT) is to be filed once the project is complete and meets final stabilization requirements in permit, and a copy submitted to Sandy City for final inspection.
 - The NOT portion of the SWPPP Compliance Inspection Form is to be completed at the time of the final inspection. After final inspection is complete and site is compliant, the NOT will be filed and kept for five years.
- b. A log is to be kept by the Inspectors for each project which will include drive thru inspections, monthly/bi-weekly inspections, follow-up visits, and response to complaints. This log is to be done thru Utilisync in the project history. This project history is saved to the project folder once an NOT has been filed with the State, a final inspection has been completed, and all remaining items addressed.
- c. Any follow up and enforcement actions taken are also to be logged in the Follow Up / Enforcement Log for tracking purposes.
- d. Records of inspections and enforcement shall be kept for 5 years or until construction is completed, whichever is longer.